

This is a step-by-step guide detailing everything you will need to do to enter an event that you have been invited to through MALS. This guide will show you how to:

- Accept the invitation.
- Pay the Entry Fee.
- Submit your Long List.
- Pay your NMO Licence Fees.
- Submit your Final List.
- Complete and submit your anti-doping training.



Accepting The Invite

When you are invited to an event, your nominated office contact will receive an invite email, example shown below:



To accept the event invite, click on the link to the MALS website: <u>https://www.iwrfonline.net/Login.aspx</u>

The login screen will be displayed.

Enter your Username and Password and select 'Login'.

Word Wheelchair Rugby Membership & Licencing System								
Licence Application Resources	Login							
🗕 🗙 Login	Username							
	Show Password Remember Me							
	Login							
	Side Inter + Type Inter Regioner Type password							
View Privacy Statement View Terms & Conditions								



You will then be taken to the MALS Home Page for your Organisation.

Please Note: If you have forgotten your password, please reset your password by clicking here:

World Wheelchair Rugby	Membership & Licencing System
Licence Application	Login
[2] Resources ▼ Logn	Username Password Password Remember Me Clubter for paster your password Remember Me Clubter of the key forgate your password Remember Me R
View Privacy Statement View Terms & Conditions	

If you have forgotten your Username, please contact the Office by emailing <u>Office@worldwheelchair.rugby</u>

Once you are logged in you will see the Home Page. Click on the 'Event Entries' tab.

🖶 Home								
🛤 NMO Details								
😁 Officers & Staff	Welcome to	the WWR Membership and Licensing System (MALS). Should you have any guestions regarding the registrat						
NMO Licensees	The rules for y	your WWR Membership status are as follows for each status only						
🝷 Event Entries	The following work membership status are as follows, for each status only							
🍹 Pay Fees	RED	Membership Status = Pending or Suspended						
\$ Payment History	AMBER	Missing Admin or Primary Contact names No events registered for previous year						
Events Hosted	ODEEN	Details updated declaration not submitted						
Help	GREEN	Air conditions met						

Find the event you want to accept the invite for from the list and select the green tick under 'Actions' to accept the Event Entry.

🖷 Home	Event	Entries									
 NMO Details Officers & Staff 	Search	Clear Search									
NMO Licensees	Name		Туре	Event Date	WWR Entry Fee	Entry Deadline	Long List	Final List	Entry Status	Payment Status	Actions
🝷 Event Entries											
🐂 Pay Fees											
\$ Payment History											۰×
Events Hosted											
Help											
A Resources											
× Logout											
View Privacy Statement											



Paying Your Entry Fee

To pay your Entry Fee, go to the 'Pay Fees' tab.

🖶 Home								
🛤 NMO Details								
🞽 Officers & Staff	Welcome to payments.	the WWR Membership and Licensing System (MALS Should you have any questions regarding the regist						
NMO Licensees	The rules for	The rules for your WWR Membership status are as follows, for each status only						
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🍞 Pay Fees		Membership Status = Pending or Suspended						
\$ Payment History	AMBER	Missing Admin or Primary Contact names No events registered for previous year						
Events Hosted		Details updated declaration not submitted						
	GREEN	All conditions met						
Help								

Select the Event from the list by ticking the box, then select 'Pay Fees'.

🖶 Home	Pay Fees Due										
 NMO Details Officers & Staff 	Please sele	Please select item(s) for payment									
NMO Licensees											
Event Entries	Select	Event Name	Event Date	Description	Fee	Renewal Status					
😭 Pay Fees					\$5,000.00	DUE					
\$ Payment History											
Events Hosted	Pay Fees	Download Invoice (All Fees)	Download Invoice (Selected Fees)								
о нер В отполните											
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Follow the payment process.

Once you have successfully completed these steps, you have entered the event.

Now you will need to submit your long list.



Submitting Your Long List

To submit your long list, go back to the 'Event Entries' tab, and select the 'Manage Event Delegation' button under Actions next to the event you would like to enter the long list for.

🖶 Home	Event Entries									
 MMO Details Officers & Staff 	Search Clear Search									
NMO Licensees	Name	Туре	Event Date	WWR Entry Fee	Entry Deadline	Long List	Final List	Entry Status	Payment Status	Actions
Pay Fees										<u> </u>
\$ Payment History										< 🗈
Events Hosted										(🕞
Help Resources										
× Logout										

To select the athletes, tick the box next to the names you would like to add and press 'Add >>'.

Event Delegation							
O Long List Final List							
Available Selected							
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This will add the names to the 'Selected' box, which will make up your Long List.

Please note that you only need to add athletes onto your Long List. When completing your Final List, you will need to include all individuals (coaches, team staff, team managers) who require access to the Team Bench area along with your Final List athletes. All individuals must have active WWR Individual Licenses to be eligible to be added to Final Lists.



Paying NMO Licences

Before any further steps are taken, you should pay your NMO licence fees. This is because without current and valid licences, athletes, coaches, team staff and team managers will not appear when submitting your Final List.

To pay your NMO Licences, go to the 'Pay Fees' tab.

🖀 Home								
NMO Details								
😁 Officers & Staff	Welcome to payments.	the WWR Membership and Licensing System (MAL Should you have any questions regarding the regis	5). trat					
NMO Licensees	The rules for	The rules for your WWR Membership status are as follows, for each status only						
🝷 Event Entries								
🍹 Pay Fees	RED	Membership Fee unpaid Membership Status = Pending or Suspended						
\$ Payment History	AMBER	Missing Admin or Primary Contact names No events registered for previous year						
Events Hosted		Details updated declaration not submitted						
	GREEN	All conditions met						
Help								

Select the names of the individuals you need to pay the licence for. (This is everyone you want to add to your Final List) Then select 'Pay Fees' and follow the payment process.

Pay Fe	es Due				
Please selo	ect item(s) for payment				
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F	An	Licence status	Description	100	Renewal Status
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Pay Fee	s Download Invoice (All Fees) Downlo	ad Invoice (Selected Fees)			



Submitting your Final List

To submit your Final List, go to the 'Event Entries' tab, and select the 'Manage Event Delegation' button under Actions next to the event you would like to enter the Final List for.

# Home	Event Entries									
 MO Details Officers & Staff 	Search Clear Search									
NMO Licensees	Name	Туре	Event Date	WWR Entry Fee	Entry Deadline	Long List	Final List	Entry Status	Payment Status	Actions
😤 Event Entries		·						<i>.</i>	·	
🏋 Pay Fees										
\$ Payment History										K 🖻
Events Hosted										(B)
Help										
Resources										
🗙 Logout										

Select the Final List from the top ribbon, then select the Role you would like to add first. E.g., Players.

Select the names of the role you would like to add to the Final List, and click 'Add>>'

iome	Event Delegation
Officers & Staff	Long List O Final List
NNO Licensees	Select Role
Event Entries	Role Max Selected
TR Pay Fees	B Payer 12 8
S Payment History	Coach 4 0
Help	Team Manager 1
Resources	Available Selected
* Logost	0 0

Do this for each role (players, coaches, Team Staff, Team Managers) to complete your Final List. Please be aware that if an individual does not appear in the options to add, go back to 'Pay Fees' to check if their licence needs renewing.



Completing and Submitting Your Anti-Doping Training

For information on how to complete your anti-doping training, please refer to the <u>WWR Anti-Doping</u> <u>Education Requirements.</u>

To submit your anti-doping certificate, go to the 'NMO Licencees' tab.



Go to the individual you want to upload the certificate for and select 'Upload Documents'.





Select WWR Anti-Doping from the drop-down menu next to 'Document Type'. Title the document appropriately with the individual's name, (you are not required to add a description), then enter the certificate's Expiry Date. Select the certificate file and press 'Upload'.

Please be aware that the Training Expiry Date is mandatory as this will be used to ensure all individuals on the Final List are able to be in the team bench area at the event. If this is not entered when uploading the document, the training will not register as complete and therefore the individual will not have access to the team bench area.

* Document Upload		
Document Type	WWR Anti-Doping	
File Title		
File Description		
Training Expiry Date		
Select File	Choose file No file chosen	
Upload Close		

Once you have completed all the steps in this guide, you have completed your Event Entry.

If you have any problems completing anything in this guide, please email the office: <u>Office@worldwheelchair.rugby</u>

